

## Changing the layout

The layout of the pivot table can be changed quickly and easily by using drag-and-drop. With the Pivot Table Layout dialog open, fields can be dragged around from *Row Fields*, *Column Fields*, *Filters*, and *Data Fields* areas to any position you want to put them, and then dropped. Unused fields can also be added, and fields removed in error can be replaced by dragging and dropping them into the positions required.

Some manipulation can also be carried out in the results view of the pivot table. Within the results of the pivot table, drag one of the filter, column, or row fields to a different position. The cursor will change shape from its starting shape (horizontal or vertical block on the arrow head) to the opposite if moving to a different field, such as from row to column, where it can be dropped.

Sum - Sales Value	Employee	
Category	Brigitte	Fritz
Golf	\$26,961	\$46,839
Sailing	\$24,422	\$19,976
Tennis	\$17,721	\$38,638
<b>Total Result</b>	<b>\$69,104</b>	<b>\$105,453</b>

Figure 265: Drag a column field - note the cursor shape

Employee	Category	Sum - Sales Value
Brigitte	Golf	\$26,961
	Sailing	\$24,422
	Tennis	\$17,721
Fritz	Golf	\$46,839
	Sailing	\$19,976
	Tennis	\$38,638
Hans	Golf	\$17,941
	Sailing	\$14,060
	Tennis	\$30,467
Kurt	Golf	\$28,346
	Sailing	\$20,814
	Tennis	\$27,675
Ute	Golf	\$36,127
	Sailing	\$30,580
	Tennis	\$28,198
<b>Total Result</b>		<b>\$408,765</b>

Figure 266: Result of dragging column field (see Figure 265)

Sum - Sales Value	Employee	
Category	Brigitte	Fritz
Golf	\$26,961	\$46,839
Sailing	\$24,422	\$19,976
Tennis	\$17,721	\$38,638
<b>Total Result</b>	<b>\$69,104</b>	<b>\$105,453</b>

Figure 267: Drag a row field - note the cursor shape

You can remove a column, row, or filter field from the pivot table by clicking on it and dragging it out of the table. The cursor changes to that shown in Figure 268. A field removed cannot be recovered, without returning to the Pivot Table Layout dialog to replace it.